

56-3211

4 September 1956

MEMORANDUM FOR: General Counsel
 Director of Communications
 Comptroller
 Director of Logistics
 Director of Personnel
 Director of Security
 Director of Training
 Chief, Audit Staff
 Chief, Commerical Staff
 Chief, Medical Staff
 Special Support Assistant to the DD/S
 Special Planning Assistant to the DD/S
 Chief, Project Administrative Planning Staff
 Chief, Management Staff

SUBJECT: Minutes of Deputy Director (Support) Staff Meeting,
 22 August 1956

Document No.	036
No Change In Class.	<input checked="" type="checkbox"/>
Declassified	
Class. Changed to:	TS S C
Next Review Date:	
Auth.:	HR 70-3
Date:	16 JAN 1979
By:	611

1. Regarding paragraph 4. of subject minutes, it appears that General Cabell's Office would like to have a copy of everything sent to the Director's Office, whether for information or action.
2. If the paper going forward to the DCI is being transmitted for information only, a copy is routed to the DCI simultaneously.
3. If the paper requires action, DCI is added to the distribution and he will receive his copy after the Director has signed as either approving or disapproving.
4. The above instructions will apply even while General Cabell is Acting Director of Central Intelligence.
5. As to attachments, if there is an extra copy of such a document, they would appreciate having it attached to the copy for the DCI. However, if there is none available, it will not be necessary to make one especially for the DCI as General Cabell can always borrow the attachment to the Director's copy.

A-DD/S:DD/nel (4 Sept 56)

Distribution:

- 1 - Each addressee
- 1 - DD/S Subject (*Meeting*)
- ✓ - DD/S Chrono
- 1 - DD/S Rating
- 1 - LAQ, LHM, KPF, MRP, DDC, MEL

H. COMS MEM
 Acting Deputy Director
 (Support)